Ariba Network Configuration Guide

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Account Configuration



Account Access and Configuration

Links

Go to http://supplier.ariba.com

Enter your Username & Password and click Login to access your Production account.

Click Administration Navigator tab.

Profile Configuration window opens.

Click on the area you want to update.



Company Profile Configuration

| Company Profile | Test Supplier 1 🔻 |
|--|------------------------------------|
| Basic (3) Business (2) Marketing (3) Contacts Certifications (1) | EA99009097559, Basic Package |
| | Enter a chart description to reach |
| Complete or update all required fields listed by an asterisks in Basic | Company Profile |
| | Account Settings |
| Company Profile section. Click Add button to classify your Company by | Customer Relationships |
| Commodities Sales Territory and Industries | Users |
| commodities, ould's formory and madstries. | Notifications |
| In tab Business enter additional Information for your company such as Tax | Account Hierarchy |
| in tab Dusiness , enter additional monitation for your company, such as fax | Notwork Sottings |
| or VAT IDs. | Flasteria Orden Deuting |
| | Electronic Order Routing |
| | Electronic Invoice Routing |
| In tab warketing you can add Company Description and Company Logo, or | Accelerated Payments |
| links to your social media channels. If necessary add also your D-U-N-S | Remittances |
| D = 0 | Network Notifications |

The main company contacts can be added to **Contacts** section. Additional contacts (role- or customer-specific) can also be setup.

Enter and upload certificates and their expiration date in tab **Certifications**, if applicable.

Make sure that all changes you made are saved.

number in section Credit and Risk Information from D&B.

The more information you provide, the more relevant business opportunities you may receive.

Notifications and Network Notifications

Network Notifications indicate which system notifications you would like to receive along with which email address you would like to send them to.

Click on **Notifications** at **Administrator Navigator. Network Notifications** can be accessed from here as well, or you may switch to tab **Network** when in Notifications.

Note: You can enter up to **3 E-Mail** addresses per notification type. You must separate each address with a comma with **NO** spaces between emails

| Invoice Status Change | Send a notification when invoice statuses change. | * |
|---|--|--|
| Invoice Failure | $\overline{\mathscr{C}}$ Send a notification when invoices are undeliverable or rejected. | • |
| Туре | Send notifications when | To email addresses (one required) |
| Electronic Invoice Routing | | |
| Catalog | Send a notification when a customer subscribes to my catalog or whe updates on catalogs, including catalog errors. Note: Only Ariba Procurement solution users can send status updates | en my procurement customer sends status * ; s to suppliers. |
| Туре | Send notifications when | To email addresses (one required) |
| Catalog Subscriptions | | |
| Pending Queue | Send a notification when items delivered through pending queue are | not Network Notifications |
| Time Sheet | Send a notification when time sheets are undeliverable. | Remittances |
| | Send a notification when change order requests are updated. | Electronic Invoice Routing |
| Type | Send notifications when orders are undefiniteable | Electronic Order Routing |
| g | | Network Settings |
| Enter up to three comma-separated email a The Preferred Language configured by the a Electronic Order Routing | sddresses per field. account administrator controls the language used in these notifications. | Notifications Account Hierarchy |
| General Network Discovery | | Customer Relationships |
| Customer Relationships Users Notifi | ications Account Hierarchy | A |
| ccount Settings | | Company Profile |
| | | Enter a chart description to reach |

Test Supplier 1 🔻

Electronic Order Routing Methods

The way how you would like to transact business with your customers on the networkcan be set up in Electronic Order Routing section.

The methods available include Online (portal), cXML, Email, EDI or Fax.

Note: "Online" means that the PO is sent to your Inbox, without additional copies. Select other methods to send an additional copy to the routing selected (recommended - Email).

For e-mail routing check box **Include document** in the email message. Use a nonpersonalized/distribution list email in Email Address line.

Note: When Ariba Network sends purchase orders to mailboxes that respond automatically with "Out of Office" messages, it does not fail the orders and indicates it received the auto-reply in the order history log.

Refer to **Account Management Guide** to find all possible options.



Note: Configure your e-mail inboxes so that the Ariba Network notifications do not fall in the junk or spam mail box

Electronic Order Routing Notifications

For Change Orders and Other Document Types select "**Same as new catalog orders without attachments**" or set according to your preference.

Specify a method for sending Order Response Documents (Confirmations and Ship Notices)

Specify a User to receive notifications.



Change/Cancel Orders Document Type **Routing Method** Options Catalog Orders Same as new catalog orders without attachments 🗸 Current Routing method for new orders: Email without Attachments Current Routing method for new orders: Email Catalog Orders Same as new catalog orders without attachments v with Attachments Attachments will be included in the order. Non-Catalog Same as new catalog orders without attachments 🗸 Orders without Current Routing method for new orders: Email Attachments 📋 Non-Catalog Current Routing method for new orders: Email Same as new catalog orders without attachments V Orders with Attachments will be included in the order. Attachments 🗈

Other Document Types

| | Document Type | Routing Method | Options |
|------------|---|-------------------------|---|
| | Blanket Purchase Same as new catalog orders without attachments 💌 | | Current Routing method for new orders: Email |
| | Time Sheets | Online 💙 | Save in my online inbox |
| | Order Response Documents | Online 💌 | Return to this site to respond to POs |
| | Payment Remittances | Email 💌 | Email address: diegarcia@ariba.com,akumar@ariba.com Attach cXML document in the email message |
| Not | ifications | | |
| тур | be | Send notifications when | To email addresses (one required) |
| Ord | Order Image: Send a notification when orders are undeliverable Image: Send a notification when change order requests a | | * test@ariba.com |
| Tin | Time Sheet Send a notification when time sheets are undelive | | rable. * test@ariba.com |
| Col Rec | Collaboration Request Send a notification when collaboration requests are in | | re received. * test@ariba.com |

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Electronic Invoice Routing Methods and Invoice Archival

| Electronic Order Routing Electronic Invoice General Tax Invoice | Routing Accelerated Payments Settlement | Test Supplier 1 ▼ EA99009097559, Basic Package |
|--|---|--|
| For Electronic Invoice Online CXML EDI | Routing choose one of the following methods: | Enter a chort description to space Company Profile Account Settings Customer Relationships Users Notifications Account Hierarchy |
| Configure Notifications | to emails (the same way as in Order Routing). | Network Settings Electronic Order Routing Electronic Invoice Routing Accelerated Payments Remittances Network Notifications |

For **Invoice Archival** click on **Configure Invoice Archival** link under the subsection **Tax Invoice** to export invoices to your system for legal compliance:

| Invoice Archival |
|---|
| Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention servic option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding then additionally select the Archive Immediately check box. You can download archived invoices from the Outbo |
| ♥ Weekly ♥ Biweekly ♥ Monthly |
| Archive Immediately |
| Start |
| Archive Delivery URL: () Save Delivery URL |

Note: After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.

- Select frequency (Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click Start.
- If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).

Remittances

Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.

| Network Settings | | | |
|------------------------------|----------------------------|----------------------|------------|
| Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement |
| * Indicates a required field | ŧ | | |
| EFT/Check Remittanc | es | | |
| EFT/Check Remittance | 25 | | |
| Address ↑ | | City | State |
| TEST3 | | TEST3 | |
| Edit Delete | Create | | |
| | | | |

| Create Remittance Address / Payment Info | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|
| Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for cust carefully, since customers use it to send you payments. * Indicates a required field | | | | | | | | | | |
| Remittance Address | | | | | | | | | | |
| Address 1: * | | | | | | | | | | |
| Address 2: | | | | | | | | | | |
| Address 3: | | | | | | | | | | |
| City: * | | | | | | | | | | |
| State: * Alabama | • | | | | | | | | | |
| Zip: * | | | | | | | | | | |
| Country: * United States [USA] | ▼ | | | | | | | | | |
| Contact: Select contact 🔹 | | | | | | | | | | |
| Default?: 🔘 Yes 🖲 No | | | | | | | | | | |
| Remittance ID Assignment | | | | | | | | | | |
| Customer ↑ Remittance ID | | | | | | | | | | |
| Ariba, Inc TEST | | | | | | | | | | |

Test Supplier 1 ▼ EA99009097559, Basic Package Enter a chort description to reach Company Profile Account Settings Customer Relationships Users Notifications Account Hierarchy Network Settings Electronic Order Routing Electronic Invoice Routing Accelerated Payments Remittances Network Notifications

In the **EFT/Check Remittances** section complete all required fields marked by an asterisk.

Select one of your Remittance Addresses as a default if you have more than one.

Assign **Remittance IDs** for this address for each of your customers. They might ask you to assign IDs to your addresses so they can refer to them uniquely. You can assign different IDs for each customer.

Remittances Payment Methods

Select Preferred Payment Method from a drop-down box: ACH, Check, Credit card or Wire.

Complete the details for ACH or Wire transfers.

Mention if you accept or not Credit cards.

Click **OK** when finished.

| T dymene meenode | | | | |
|------------------------------|---------------------|--------------------|------------------|---------------------|
| | Preferr | ed Payment Method: | Select Select | t method 属 |
| ACH | | | ACH Check | c . |
| | | Account Name: | Credit Wire | t Card |
| | | Account #: | | |
| VIRE TRANSFER | | | | |
| eneficiary Bank | | Corresponding Ba | nk | |
| Account Name: | | Acc | ount Name: | |
| Account #: | | | Account #: | |
| Confirm Account #: | | Confirm | Account #: | |
| Account Type: Select ac | count type 💌 | Ac | count Type: | Select account type |
| Select bank id 💌 : | | Select bank id | : | |
| Confirm Bank Id: | | Confir | rm Bank Id: | |
| Bank Name: | | 6 | Bank Name: | |
| Branch Name: | | Bri | anch Name: | |
| Address 1: | | | Address 1: | |
| Address 2: | | | Address 2: | |
| Address 3: | | | Address 3: | |
| City: | | | City: | |
| State: | V | | State: | × |
| Zip: | | | Zip: | |
| Country: United St | ates [USA] | • | Country: | United States [USA] |
| Country Bank Phone: USA 1 | Area Number | E | Bank Phone: | Country Area Number |
| credit Card | | | | |
| | Accept credit card: | | | |

Accelerated Payments

Remove if not applicable

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Company Profile

Account Settings Customer Relationships

Users

EA99009097559, Basic Package

Use the links in the Actions column to view, accept, or reject early payment terms.

You can also configure the notifications Ariba Network sends you when customers propose early payment offers and standing early payment terms offers.

| Standing Early Payment | Terms Offers | Send a notification when my customer proposes a new standing early payment term. | | | | * | | | |
|---------------------------|----------------------------|--|-----------------------|----------------|-----------|--------------|--------------------------------|------------|--------|
| arly Payment Offers | | Send a notification when a | n early payment offer | r is received. | | * | | | |
| уре | S | end notifications when | | | | To email | addresses (one | required) | |
| otifications | | | | | | | | | |
| | | | | | | | | | |
| | | | | No items | | | | | |
| Last Modified | Discount Rate(%) | Discount Terr | n(Days) | Net Term(Days) | Pro-Rated | Pre-Accepted | Active | Status | Action |
| Customer Proposed P | ayment Terms | | | | | | | | |
| now : 💿 All Offers 🔘 | Proposed Offers 🔘 Accepted | Offers | | | | Network | Notifications | | |
| tanding Early Paym | ent Terms | | | | | Remittan | ces Notifications | | |
| Indicates a required fiel | Id | | | | | Accelera | ted Payments | | |
| ectronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | | | Electroni | c Order Routi c Invoice Rou | ng tina | |
| enternia Orden Bautien | Clastrania Taurica Dautian | | Cattlement | | | Network | Settings | | |
| twork Settings | | | | | | Account | incruirenty. | | |
| | | | | | | Account | Hierarchy | | |

Current and Potential Relationships

Click on the **Customer Relationships** link in the **Administration Navigator**.

You can choose to accept customer relationships either automatically or manually.

Note: Set up Automatically accept all relationship requests as default not to miss any useful Buyers requests.

- In the Pending Section, Approve or Reject pending relationship requests.
- In the Current Section, review your current customers' profiles and information portals.
- Review rejected customer in the Rejected Section.

| | | Test Supplier 1 🔻 | |
|---|---|--|-------------------------------------|
| Customer Relationships Users Current Relationships Foren viri L Relationships I prefer to receive relationship requests as follows: Automatically accept all relationship requests Manually review all relationship requests Update | Notifications | EA99009097559, Basic Pro- Enter a chart description Company Profile Account Settings Customer Relationships Users Notifications Account Hierarchy | to reach |
| Pending Customer | Requested Date ↓ No items | Network Settings Electronic Order Routin Electronic Invoice Rout Accelerated Payments Remittances Network Notifications | g ing |
| Customer EA Buyer 02 EA Buyer 03 EA Buyer 01 Reject | Approved Date ↓ 9 Apr 2012 9 Apr 2012 9 Apr 2012 | Routing Type Default Default Default | Actions ▼ Actions ▼ Actions ▼ |
| κεjecteu | | Note: Find D | otoptial |

Note: Find Potential customers in **Potential** relationships Tab



Managing Roles and Users



Administrator

- Automatically linked to the username and login entered during registration
- Responsible for the account management and configuration
- The primary point of contact for users with questions or problems.
- Creates roles for the account

User

- Created by Administrator
- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Role and User Creation

Click on the **Users** tab at **Administration Navigator**. The Users page appears.

- **1** First, create a role.
- 1. Click on **Create Role** button in the Manage Roles section.
- 2. Type **Name** and **Description** for the Role.
- 3. Add **Permissions** for the Role that correspond to the user's actual job responsibilities by checking proper boxes.
- 4. Click **Save**. New Role is created.

| Account Settings | | Test Curpling 1 = | | | | |
|-------------------------------|---------------------------------------|-----------------------|-----------------|--------------------------------|------------------------------------|--|
| Customer Relationships | Users | Notif | fications | Account Hierarch | Test Supplier 1 👻 | |
| Manage Users | | | | | EA99009097559, Basic Package | |
| Users | count. If you enter an email allas, s | speciry the alias ow | iner's name and | phone number. | Enter a chart description to reach | |
| Username ↑ | Email Address | First Name | Last Name | Ariba Disc <mark>ente</mark> : | Company Profile | |
| 1agarza@ariba.com | agarza@ariba.com | Ale | Garza | No 2 | Account Settings | |
| tleal1@ariba.com | tleal@ariba.com | Tessie | Leal | No | Customer Belationshins | |
| Edit Delete Add to 0 | Contact List Remove from Contact | t List Make Admin | istrator | reate User | | |
| Manage User Roles | | | | | Users | |
| Hundge ober Holes | | | | | Notifications | |
| Create and manage roles for y | our account. You can view or edit th | he details of a role. | The Administra | tor role can be viewed, but ca | Account Hierarchy | |
| Role | | | | | | |
| Name | | Actions | | | Network Settings | |
| Administrator | | Details | | | Electronic Order Routing | |
| AP Role | | Details | Edit Delete | | Electronic Invoice Pouting | |
| AR role | | Details | Edit Delete | | Electronic Invoice Routing | |
| Discount Mgmt | | Details | Edit Delete | | Accelerated Payments | |
| Discovery | | Details | Edit Delete | | Remittances | |
| Create Role | | | | | | |

- 2 Now create a User.
- 1. Click on Create User button.
- 2. Add all relevant information about the user incl. name and contact info.
- 3. Select a role in the Role Assignment section.
- 4. Click on Done.

Note: You can add up to 250 users to your Ariba Network account.

Modify User

1. Click on the Administration tab.

2. Click on Edit for the selected user.

- 3. Click on the **Reset** Password Button to reset the password of the user.
- 4. Other options:
 - Delete User
 - Add to Contact List
 - Remove from **Contact List**
 - Make **Administrator**

| Account Settings | | | | | | | | | Save | Close |
|--------------------------|------|-----------------------------|-------------------------------------|---|---|--|-------------------------|---------------|--------------|----------|
| Customer Relationships U | | | Us | ers | Notifications | | Account Hierarchy | | | |
| ſ | Man | age Users | | | | | | | | |
| N | lana | ge users for your Ariba acc | ount. If you enter | an email alias, spe | cify the alias owne | r's name and | phone number. | | | |
| 1 | Jser | 5 | | | | | | | | |
| | | Username ↑ | Email Address | | First Name | Last Name | Ariba Discovery Contact | Role Assigned | Visible To C | Customer |
| | | 1agarza@ariba.com | agarza@ariba.co | m | Ale | Garza | No | AR role | No | |
| | | tleal1@ariba.com | tleal@ariba.com | | Tessie | Leal | No | Discovery () | No | |
| | E | Edit Delete Add to Co | ntact List Remov | ve from Contact Lis | t Make Administ | rator | eate User | | | |
| _ | | | | Edit User | | | | | Save | Cancel |
| | | | Selected User In Role Assignment | formation Username Email Address First Name Last Name Office Phone | e: carmen us s: <u>ceanchezr</u> e: Carmen e: Sanchez e: +1 (412) : I This u Reset Pa | er1 nuniz@ariba.com 978069 ser is the Ariba Discovery Contact ssword | () | | | |
| | | | | Roles | | | | | | |
| | | | Name | | Descriptio | n | | | | |
| | | | AR role | | Invoice | Invoice | | | | |
| | | | | AP Role | | PO | PO | | | |
| | | | | Discovery | mt | respond t | postings on Discovery | | | |
| | | | | | | | | | | |

Enhanced User Account Functionality

When clicking on your name in top right corner, you'll access the **User Account Navigator.** It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple user accounts.

Click on **My Account** to view your user settings.

Complete or update all required fields listed by an asterisks.

Note: If you change username or password, remember to use it at your next login.

Hide personal information if necessary by checking the box in Preferences section.

